

Utah Office of Museum Services

DEVELOPMENT GRANTS

GRANT DEADLINE: Friday, April 15, 2005

Description of Development Grants

Development Grants provide a maximum of \$500 for those museums open to the general public fewer than 1,000 hours per year required by the Stabilization and Enhancement Grants.

Development grants require no matching funds.

Projects Eligible for Development Grants Include, but are not Limited to the Following:

- Minor building renovations, including new roofs, heating/cooling systems, repairs to doors and windows, improving accessibility, etc.
- Cataloging;
- Preventive Conservation
- Design, preparation and installation of exhibitions and related public programs;
- Interpretive seminars, lectures and workshops;
- Pamphlets, brochures and printed material to support education programs or exhibits;
- Purchases of equipment, e.g., computers, printers, etc.
- Attendance at workshop or conference
- Supporting the costs of a visiting professional who will provide training to museum staff.

Activities Ineligible for Development Grants

- Endowments;
- Acquisition of objects for the collection;
- Salaries for existing part-time or full-time staff positions;
- Prizes and awards;
- Expenses for entertainment;
- Lobbying expenses.

Eligibility Requirements for Development Grants

Museums Applying for Development Grants Must:

1. Be located in Utah;
2. Have tax-exempt status (501)(c)(3) with the Internal Revenue Service; or be operated by a government entity;
3. Have as a primary purpose the display or use of collections and exhibits. An institution exhibits objects to the public if it exhibits the objects through facilities it owns or operates;
4. Have been incorporated and have been exhibiting to the public for at least one year prior to the submission of the grant application; and
5. Have at least one full-time paid or unpaid staff member or the equivalent, whose primary duty is the care, acquisition or exhibition to the public of objects owned or used by the museum.

Review Process and Criteria for Development Grants

A panel selected from Utah museums will review eligible applications. The panel will provide recommendations to the Utah Office of Museum Services Advisory Board which will make the final grants decision.

The following criteria will be used to evaluate applications:

- Evidence of sound organizational planning and fiscal management for project;
- Demonstrated merit of the project;
- Evidence of ability to administer and implement the project;
- Long-term benefits project will have on the museum.

Confirmation/Acknowledgements

Upon receipt of the Utah Office of Museum Services notification of award, the grantee must confirm acceptance of the grant by returning the Acceptance Letter. Grant Award is subject to final approval by State's signing of contracts.

1. Payment will be mailed to grantee after all signatures are obtained on the contract.
Payment is based on actual costs.
2. The grantee shall give credit to the **Utah Office of Museum Services** in promotion, publicity, and advertising associated with this project.
The OMS logo is also available for use.
3. All grant recipients will be required to submit an Evaluation Report Form to the Utah Office of Museum Services within thirty (30) days of project completion.
4. Copies of publicity and promotional materials should accompany the Evaluation Report Form.
5. The contract will be completed and closed upon receipt of the Evaluation Report Form at the Utah Office of Museum Services.